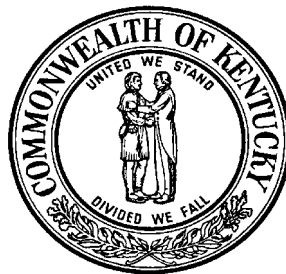


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE LESLIE COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2001
Through November 26, 2002**



**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet
Honorable Jean Anne Wooten
Leslie County Property Valuation Administrator
Hyden, Kentucky 41749

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Leslie County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for period July 1, 2001 through November 26, 2002. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Leslie County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt ledgers are maintained and bank reconciliations are completed each month. However, the Property Valuation Administrator did not maintain a disbursements ledger. Rather, disbursements were recorded on the check stub. Cancelled checks are stapled to the invoice when bank statements are received from the bank. We recommend a disbursements ledger be maintained in the future.

Client Response: Agree with Finding.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with confirmation and the city of Hyden was included in the Property Valuation Administrator's records. No other city was involved in this procedure.

Client Response: Agree with Finding.



Dana Mayton, Secretary, Revenue Cabinet
Honorable Jean Anne Wooten
Leslie County Property Valuation Administrator
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted \$15,639 for fiscal year ended June 30, 2002. The statutory contribution required by the Revenue Cabinet was \$13,178. The fiscal court made one payment of \$15,639 to the Property Valuation Administrator during fiscal year 2001-2002. The Property Valuation Administrator deposited the payment to the local official bank account.

Client Response: Agree with Finding.

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

There were no errors or irregularities noted during our test of disbursements.

Client Response: Agree with Finding.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

There were no capital outlay disbursements during our test period.

Client Response: Agree with Finding.

Dana Mayton, Secretary, Revenue Cabinet
Honorable Jean Anne Wooten
Leslie County Property Valuation Administrator
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There were no lease agreements, personal service contracts, or professional service contracts during our test period.

Client Response: Agree with Finding.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
November 26, 2002